

# ***Public Inquiries Weekly Tally Sheet***

\_\_\_\_\_ to \_\_\_\_\_

Items Counted	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Domestic Letters Received						
Children (K-12)						
Adults						
Foreign Letters Received						
Children (K-12)						
Adults						
Telephone Calls Received						
Advised						
Sent Material						
E-mail Received						
E-mail Responses						
Letter Responses						
Walk-ins (Total)						
Domestic Letters Sent						
Foreign Letters Sent						
Materials Distributed (Total)						
Space Shuttle						
ISS						
Chandra						
Microgravity						
X-Vehicles						
Marshall						
Misc.						
VIP Packers						
VIP Folders						
Request for Posters						